



Contract No.: 1298-1/21  
Plant Materials and Tree Services

**ROADMAP**

**CONTRACT OVERVIEW:** This contract established for the pre-qualification of a pool of vendors to participation in future spot market competitions for provision of plant materials (including trees) and to obtain tree services for various Miami-Dade departments.

**CONTRACT TERM:** Five-year

**OTR YEAR:** One

**TOTAL CONTRACT VALUE:** \$10,740,000.00

**COMMODITY:** 595-10; BEDDING PLANTS AND CUTTINGS  
906-98; BUILDING BETTER COMMUNITIES  
968-88; TREE & SHRUB REMOVAL SVC

**PROCUREMENT AGENT INFORMATION**

**Contracting Agent:** Jennyfer Calderon  
**Phone:** (305) 375-5312  
**Fax:** (305-375-4407  
**Email:** [Jcalder@miamidade.gov](mailto:Jcalder@miamidade.gov)

**EVENT LOG**

<u>Date</u> ↓	<u>Addendum No.</u> ↓	<u>Event</u> ↓								
04/01/2015	40	Florida Garden Center Corp. has been added to the contract under Groups 1. 2 and 3.								
1/23/2015	39	The email address for The Bannerman Group, Inc. has changed to <a href="mailto:bannerman@bellsouth.net">bannerman@bellsouth.net</a>								
10/7/2014	38	Weed-A-Way, Inc. has been added to the contract under Group 3 for Tree Services.								
10/6/2014	37	<div>The contract value has Increased as follows: \$10,715,000.00 <u>\$ 25,000.00</u> \$10,740,000.00</div> <table><tr><th>Department</th><th>Allocation</th><th>Additional Allocation</th><th>Modified Allocation</th></tr><tr><td>Corrections &amp; Rehab</td><td>\$31,000.00</td><td>\$25,000.00</td><td>\$56,000.00</td></tr></table>	Department	Allocation	Additional Allocation	Modified Allocation	Corrections & Rehab	\$31,000.00	\$25,000.00	\$56,000.00
Department	Allocation	Additional Allocation	Modified Allocation							
Corrections & Rehab	\$31,000.00	\$25,000.00	\$56,000.00							
8/14/2014	36	Superior Landscaping and Lawn Service, Inc. have been added to the contract under Groups 1, 2, and 3.								
6/18/2014	35	Correct email address for Ginley Lawn Services and Landscaping, Inc. <a href="mailto:eframpr@gmail.com">eframpr@gmail.com</a>								
6/10/2014	34	Insurance for Sunset Sod, Inc. has been approved. Vendor has been added to Group 2.								

4/22/2014	33	The contract value has Increased as follows: \$ 8,298,000.00 <u>\$ 2,417,000.00</u> \$10,715,000.00			
		Department	Allocation	Additional Allocation	Modified Allocation
		Parks	\$3,119,000.00	\$2,417,000.00	\$5,536,000.00
4/02/2014	32	1. Insurance for Ginley Lawn Service & Landscaping, Inc. has been approved. Vendor has been added to Groups 2 and 3. 2. New telephone number for MCT Service, LLC is 785-436-4263			
3/18/2014	31	Insurance for Ynigo Landscaping & Lawn Service, Inc. has been approved. Vendor has been added to Groups 2 and 3.			
3/13/2014	30	Insurance for MCT Service LLC has been approved. Vendor has been added to Groups 2 and 3.			
3/7/2014	29	Insurance for Lawn Keepers of South Florida, Inc. has been approved. Vendor has been added to Groups 2 and 3.			
3/3/2014	28	Insurance for Crodon, Inc. has been approved. Vendor has been added to Groups 2 and 3.			
1/26/2014	27	The vendors listed below cannot provide services under <b>Groups 2 and 3</b> as their certificate of insurance are expired: Alejandro Pardo Landscaping LLC Crodon, Inc. Ginley Lawn Service & Landscaping, Inc. Lawn Keepers of South Florida, Inc. MCT Service LLC South Florida Grassing, Inc. Sunset Sod, Inc. Ynigo Landscaping & Lawn Services, Inc.			
1/6/2014	26	Transfer of funds as follows:			
		Department	Allocation	Transferred	Modified Allocation
		Solid Waste	\$1,325,000.00	\$700,000.00	\$1,875,000.00
		Parks PR2701	\$2,095,000.00	(\$700,000.00)	\$1,395,295.00
12/24/2013	25	Increase the contract value as follows: \$6,915,000.00 <u>\$1,383,000.00</u> \$8,298,000.00			
		Department	Allocation	Additional Allocation	Modified Allocation
		Parks PR2701	\$712,295.00	\$1,383,000.00	\$2,095,295.00
12/20/2013	24	1. Transfer of funds as follows:			
		Department	Allocation	Transferred	Modified Allocation
		Solid Waste	\$1,325,000.00	(\$150,000.00)	\$1,175,000.00
		Parks PR2701	\$ 562,295.00	\$150,000.00	\$ 712,295.00
12/5/2013	23	Bannerman Greenworks, LLC has been added to the contract under Groups 1, 2, and 3. Ynigo Landscaping & Lawn Services, Inc. has been added to Groups 1 and 2.			
11/13/2013	22	The Bannerman Group, Inc. has been added to the contract under Groups 1, 2, and 3.			
10/29/2013	21	Correct email address for Tip Top Enterprises, Inc. is: <a href="mailto:tiptop@tiptopentinc.com">tiptop@tiptopentinc.com</a>			
10/10/2013	20	2. Transfer of funds as follows:			
		Department	Allocation	Transferred	Modified Allocation
		Solid Waste	\$1,875,000.00	(\$550,000.00)	\$1,325,000.00
		Parks PR2701	\$ 12,295.00	\$550,000.00	\$ 562,295.00

9/27/2013	19	Increase the contract value as follows: \$5,226,000.00 <u>\$1,689,000.00</u> \$6,915,000.00			
		Department	Allocation	Additional Allocation	Modified Allocation
		Solid Waste	\$186,000.00	\$1,689,000.00	\$1,875,000.00
9/23/2013	18	3. Transfer of funds as follows:			
		Department	Allocation	Transferred	Modified Allocation
		PE02	\$1,083,000.00	(\$50,000.00)	\$1,033,000.00
		Parks	\$1,686,000.00	\$50,000.00	\$1,736,000.00
6/27/2013	17	1. Transfer of funds as follows:			
		Department	Allocation	Transferred	Modified Allocation
		Aviation	\$457,000.00	(\$3,000.00)	\$454,000.00
		Public Works	\$183,000.00	\$3,000.00	\$186,000.00
		2. Increase the contract's allocation as follows:			
		Current Allocation: \$5,186,000.00			
		Additional Allocation: <u>\$ 40,000.00</u>			
		Modified Allocation: \$5,226,000.00			
		Department	Allocation	Additional Allocation	Modified Allocation
		Seaport	\$19,000.00	\$40,000.00	\$59,000.00
6/18/2013	16	Tip Top Enterprises, Inc has been added to Groups 1, 2 and 3.			
5/9/2013	15	Contact information for Ginley Lawn Service has been changed.			
2/18/2013	14	Distreebutors, Inc. and SFM Services, Inc. have been added to Groups 1, 2 and 3			
2/14/2013	13	Alejandro Pardo Landscaping LLC has been added to Group 2 and 3.			
2/7/2013	12	Ginley Lawn Services and Landscaping, Inc. has been added to Groups 1, 2 and 3.			
1/25/2013	11	Alejandro Pardo Landscaping LLC has been added to Group 1.			
1/17/2013	10	Transfer of Funds: WASA has donated \$1,000 to Public Works and Waste Management Revised Allocation Public Works \$183,000.00 WASD \$839,000.00			
10/17/2012	9	The following vendors have been added to the contract: Mix'd Greens, Inc. (Groups 1, 2, and 3) Lawn Keepers of South Florida (Groups 1 and 2)			
10/11/2012	8	MCT Service, LLC has been added to Groups 1 and 2.			
8/2/2012	7	The following vendors have been added: RF Orchids, Inc. Pine Island Nursery, Inc. Veber's Jungle Garden, Inc.			
7/13/2012	6	Add missing pages 6-9			
7/5/2012	5	1. Comfort Express has been added to the contract 2. Groundkeepers, Inc. name has changed to General Mow LLC dba Groundkeepers FIEN 271144429-01			
5/14/2012	4	Foliage Express has been added to the contract			
4/02/2012	3	Crodon, Inc. has been added to the contract			
3/08/2012	2	Sunset Sod has been added to the contract			
2/29/2012	1	Publish Original Contract Roadmap			

#### PART #1: AWARDED VENDOR(S)

The prequalification was made to all responsive, responsible vendors who met the minimum qualifications set forth in the solicitation. The below list show the prequalified vendor by Group A, B, C and D. The County may elect at any time to add or modify items under the Groups depending on the needs of each User Department.

Vendor Name	Contact Name	Phone No.	Fax No.	E-mail Address	Group 1	Group 2	Group 3
A Native Tree Service, Inc.	Cathy Evensen	305-238-1178	305-238-8878	<a href="mailto:nativetree@nativetree.com">nativetree@nativetree.com</a>	X	X	X
Alejandro Pardo Landscaping LLC	Alejandro Pardo	305-528-1317	None	<a href="mailto:pardolandscaping@hotmail.com">pardolandscaping@hotmail.com</a>	X	X	X
Arazoza Brothers Corp.	Alberto Arazoza	305-246-3223	305-246-0481	<a href="mailto:arazoza@arazozabrothers.com">arazoza@arazozabrothers.com</a>	X	X	X
Bannerman Greenworks, LLC	Melvin Bannerman	786-308-5170	305-694-9214	<a href="mailto:bannermangreenworksllc@gmail.com">bannermangreenworksllc@gmail.com</a>	X	X	X
The Bannerman Group, Inc.	Andre Bannerman	305-216-4215	305-974-2334	<a href="mailto:bannerman@bellsouth.net">bannerman@bellsouth.net</a>	X	X	X
Comfort Farms, Inc.	Marsha Foster	305-248-5369	None	<a href="mailto:comfarms@bellsouth.net">comfarms@bellsouth.net</a>	X		
Crodon, Inc.	Mark Donnelly	305-794-7499	305-274-1550	<a href="mailto:cmd@comcast.net">cmd@comcast.net</a>	X	X	X
Distreebutors, Inc.	Marcos Urrea	786-251-1815	305-551-8099	<a href="mailto:customerservice@distreebutors.com">customerservice@distreebutors.com</a>	X	X	X
Florida Garden Center Corp.	Estrella Sampedro	305-258-9090	305-258-9060	<a href="mailto:floridagardencenter@gmail.com">floridagardencenter@gmail.com</a>	X	X	X
Florida Lawn Service, Inc.	Andres or Elena Viamontes	305-345-9021 / 305-761-7372	305-553-2136	<a href="mailto:floridalawnservice@aol.com">floridalawnservice@aol.com</a>	X		
Foliage Xpress, Inc.	Daryl Mund	305-254-2225	305-254-2440	<a href="mailto:daryl@foliagexpress.com">daryl@foliagexpress.com</a>	X		
General Mow LLC dba Groundkeepers	Andrew Gonzalez	305-825-1712	305-825-1713	<a href="mailto:gdiarz@groundkeepers.net">gdiarz@groundkeepers.net</a>	X	X	X
Ginley Lawn Service & Landscaping, Inc.	Efrain Dominguez	786-486-0709	305-969-7097	<a href="mailto:eframpr@gmail.com">eframpr@gmail.com</a>	X	X	X
Lawn Keepers of South Florida, Inc.	David Borrego	305-256-5676	786-242-4270	<a href="mailto:lakeso@hotmail.com">lakeso@hotmail.com</a>	X	X	
MCT Service LLC	Tammy Buffington	786-436-4263	786-838-4021	<a href="mailto:mctservice@hotmail.com">mctservice@hotmail.com</a>	X	X	X
Mix'd Greens, Inc.	Michael Gnaey	305-245-1722 / 305-345-6108	None	<a href="mailto:mixdgreens@bellsouth.net">mixdgreens@bellsouth.net</a>	X	X	X
Pine Island Nursery, Inc.	Erik Tietig	305-233-5501	305-233-5501	<a href="mailto:pineislandnursery@msn.com">pineislandnursery@msn.com</a>	X		
SFM Services, Inc.	Christian Infante	305-818-2424	305-878-3510	<a href="mailto:cinfante@sfmtservices.com">cinfante@sfmtservices.com</a>	X	X	X
South Florida Grassing, Inc.	Homer Greene	772-546-4191	772-546-3482	<a href="mailto:sfgrassing@yahoo.com">sfgrassing@yahoo.com</a>	X	X	
Sunset Sod, Inc.	Kathy Hernandez	305-253-2002	786-242-9988	<a href="mailto:sod@gate.net">sod@gate.net</a>	X	X	
Superior Landscaping & Lawn Service, Inc.	Orlando Otero	305-634-0717	305-634-0744	<a href="mailto:superlandscape@bellsouth.net">superlandscape@bellsouth.net</a>	X	X	X
R.F. Orchids, Inc.	Robert Fuch	305-245-4570	305-247-6568	<a href="mailto:info@rforchids.com">info@rforchids.com</a>	X		
Thomas Maintenance, Inc.	Miles Thomas	305-253-7433	305-253-7095	<a href="mailto:thomasmaintserv@aol.com">thomasmaintserv@aol.com</a>		X	X
Tip Top Enterprises, Inc.	Joseph Porter	305-255-8198	305-255-4653	<a href="mailto:tiptop@tiptopentinc.com">tiptop@tiptopentinc.com</a>	X	X	X
Triple O Nursery Farms, Inc.	Amaury Dominguez	305-246-0656	305-257-2712	<a href="mailto:sales@we-r-plants.com">sales@we-r-plants.com</a>	X		
Veber's Jungle Garden, Inc.	Leslie Veber	305-242-9500	None	<a href="mailto:lveber668@bellsouth.net">lveber668@bellsouth.net</a>	X		
Weed-A-Way, Inc.	Monday Okotogbo	786-663-5802	954-374-6562	<a href="mailto:weedaway@msn.com">weedaway@msn.com</a>			X
Ynigo Landscaping & Lawn Services, Inc.	Pedro Ynigo	786-245-1530	786-242-8011	<a href="mailto:ynigolandscaping@gmail.com">ynigolandscaping@gmail.com</a>	X	X	X

## PART #2: GROUP DEFINITIONS

- Group 1: Furnish Plant Material Only** (Pre-qualified vendors under this group do not require insurance)  
**Group 2: Furnish and Install Plant Material**  
**Group 3: Tree Service**



### **PART #3: INSTRUCTIONS FOR EACH SOLICITATION**

This contract requires each acquisition to go through a competitive, spot market Request for Quote (RFQ), prior to the award of a Work Order (WO).

Departments are to utilize the above vendor contact information for the issuance of all RFQ's. These contacts listed above are authorized to respond to all County requests and are to be included in each RFQ issued against the contract. Failure to utilize the above contacts for the vendors listed, may result in cancellation or rejection of a RFQ solicitation. It is highly recommended that the RFQ's be issued via e-mail for tracking and reporting purposes.

#### **METHOD OF AWARD**

RFQ's may be awarded to the vendors with the lowest price in the aggregate, per-group, or on a per-item basis.

#### **USER DEPARTMENT RESPONSIBILITY**

It is the responsibility of the user Department to ensure compliance with the above-mentioned procedures. Purchase under this contract will be subject to random review or audit by County authorities, including the Procurement Management Services Division, Audit and Management, and the Office of the Inspector General.

#### **RECORD RETENTION**

For each purchase order issued under this contract, the user department shall maintain a record of the purchase including: market research performed, all quotes sought, all quotes obtained, required exception forms, and any other documentation supporting each purchase to ensure compliance and to establish the necessary accountability for audit. The record shall be maintained by the user department in a location (either electronic or paper) easily accessible for review or audit in accordance with the County Records Retention regulations.

### **PART #4: APPLICABLE ORDINANCES**

Each Solicitation shall be consistent with the Master Procurement Implementing Order (I.O.) NO.3-38.

The Local Preference, Locally Headquartered Business, Cone of Silence, UAP & Inspector General Ordinances shall be applicable to each solicitation issued under this contract.

#### **Local Preference Consideration**

The evaluation of competitive solicitations is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal or state law, or any other funding source requirements, provides that preference be given to local businesses. A local business, for the purposes of this Section, shall be defined as a Proposer which meets all of the following:

1. A business that has a valid occupational license, issued by Miami-Dade County at least one year prior to bid or proposal submission, that is appropriate for the goods, services or construction to be purchased:
2. A business that has a physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business (Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address.); and
3. A business that contributes to the economic development and well-being of Miami-Dade County in a verifiable and measurable way. This may include but not be limited to the retention and expansion of employment opportunities and the support and increase in the County's tax base. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the proposal submission date stated in the solicitation:
  - a. The Vendor has at least ten (10) permanent full time employees, or part time employees equivalent to 10 FTE ("Full Time Equivalent" employees working 40 hours per week) that live in Miami-Dade County, or at least 25% of its employees that live in Miami-Dade County, or



- b. The Vendor contributes to the County's tax base by paying either real property taxes or tangible personal property taxes to Miami-Dade County, or
- c. Some other verifiable and measurable contribution to the economic development and well-being of Miami-Dade County.

Additionally, a Locally-Headquartered Business shall mean a Local Business as defined above which a "principal place of business" has in Miami-Dade County. "Principal place of business" means the *nerve center or the center of overall direction, control, and coordination of activities of the bidder*. If the bidder has only one business location, such business location shall be its principal place of business.

In the case of Requests for Quotes (RFQ's) which are based on price and/or hourly rate, the following shall apply:

**Local Preference:** If a low bidder is not a local business and a *local business* submits a bid within 10% of the non-local low bidder, the non-local low bidder and all local businesses within 10% of the non-local low bidder; shall have the opportunity of submitting a best and final offer. The offer shall be equal to or lower than the low bid.

**Locally Headquartered Businesses:** If a low bidder is not a local business and a locally headquartered business submits a bid within 15% of the non-local low bidder, the non-local low bidder and all locally headquartered business within 15% of the non-local low bidder shall have the opportunity of submitting a best and final offer. The offer shall be equal to or lower than the low bid. If a low bidder is a local business and a locally headquartered business submits a bid within 5% of the local, the local low bidder and all locally headquartered business within 5% of the local low bidder shall have the opportunity of submitting a best and final offer. The offer shall be equal to or lower than the low bid.

#### **Interlocal Agreement**

At this time, there is an interlocal agreement in effect between Miami-Dade and Broward Counties until September 30, 2015. Therefore, a vendor which meets the requirements of (a), (b), and (c) above for Broward County shall be considered a local business pursuant to this Section.

#### **Small Business Contract Measures**

A Small Business Enterprise (SBE) bid preference applies to this solicitation.

A 10% bid preference shall apply to contracts \$1 million or less and 5% on contracts greater than 1\$ million. A SBE/Micro Business Enterprise must be certified by the Small Business Development SBD) for the type of goods and/or services the Enterprise provides in accordance with the applicable Commodity Code(s) for this solicitation. For certification information, contact the Internal Services Department at 305-375-3111 or access [www.miamidade.gov/sbd](http://www.miamidade.gov/sbd).

The SBE/Micro Business Enterprise must be certified for the commodity listed above by bid submission deadline, at contract award for the duration of the contract to remain eligible for the preference.

#### **Departments using Federal Funds**

The County uses a variety of funding sources, including grants to pay for products and services that may prohibit the application of measures (Section 2.2); local preference (Section 1.10); IG (Section 1.26) and; UAP (Section 2.21). When a issuing a Request to Quote, (RTQ) you must identify the section(s) that are not applicable to the product and / or service being purchased in the form.